

# VOICE



STUDY

HANDWRITTEN  
NOTES

@Actives\_English

Subject

active { living = 10%  
          ↓  
          doer = 90%.

non-living → <sup>v3</sup> - Passive.  
                  ↓  
                  nondoer = 90%.

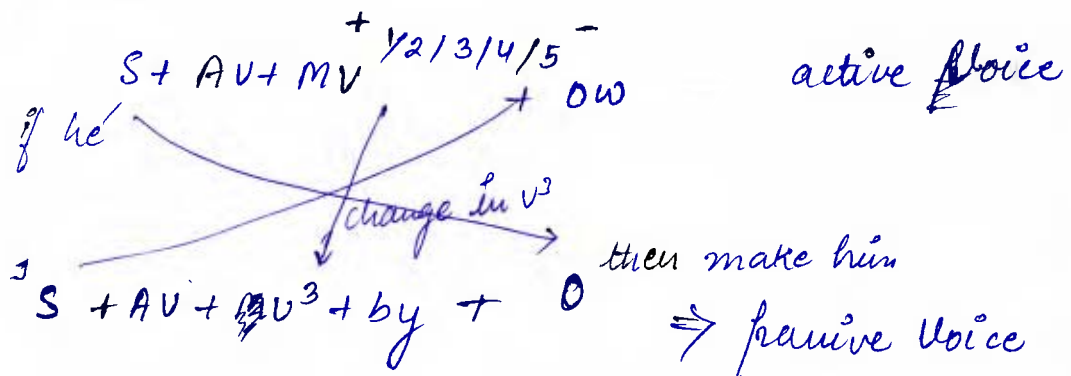
non-living = Passive with  $v^3$

- (i) राम पढ़ता है - active  
(ii) राम को पढ़ाया जाता है - passive  
    ↳ non-doer, so passive.  
(iii) मैं थक गया हूँ - passive  
    I am tired → v3 so passive.

∴ Subject means doer

Voice can be studied under two groups:

- (i) active voice
- (ii) passive voice.



## Rules for changing Active into passive.

- ①  $\Rightarrow$  Subject takes the place of object
- ②  $\Rightarrow$  Object takes the place of subject
- ③  $\Rightarrow$  Appropriate auxiliary verb is used.
- ④  $\Rightarrow$  Any form of the verb should be changed into  $V^3$ .
- ⑤  $\Rightarrow$  After  $V^3$  'by' is used.
- ⑥  $\Rightarrow$  Personal pronoun is also changed

non doer — doer  $\xleftarrow{S} \xrightarrow{O}$  — Receiver

Her subject can be  
doer or non doer -

I	$\longleftrightarrow$	me
You	"	You
We	"	us
he	"	him
she	"	her
It	"	It
they	"	them

मैं उसे पीला दूँ !  
I ————— doer

मैं पीला खाया ,  
I ————— non doer

## Simple Present Tense

$S + V^1/5 + O$  — active Voice.

~~$S + is/am/are + V^3 + by + O$  — passive Voice.~~

① she always helps me active voice.

$\Rightarrow$  I am, helped by her  $\rightarrow$  passive Voice  
always

$S + V^1/5 + O$

$S + is / am / are + V^3 + by + O$

1) Do you play cricket?

Cricket is played by you

Is Cricket played by you? Passive Voice.

① when does he take an exercise.

when is an exercise taken by him?

② Boys loves animals.

Animals are loved by boys.

③ Do children like sweets.

Are sweets liked by children

④ why does he buy cigarette

why is cigarette bought by him.

⑤ where do you read English.

where is English read by you.

S + is/am/are + V<sup>3</sup> + OW → direct passive voice.  
→ spoken/written  
→ exam.

S + is/am/are + V<sup>4</sup> ← AV  
→ Present Continuous  
V<sup>3</sup> ← PV  
→ simple Present-  
N/Adj → Normal sentence  
No Passive

Correct these sentences.

(1) You are a student (✓)

(2) He is a doctor (✓)

(3) A letter is ~~writing~~ <sup>written</sup> - letter is non doer so st is/am/are + v<sup>3</sup> (X)

(4) She is writing (✓)

(5) A letter is written (✓)

(6) A letter is wrote (X)

(7) A letter is writes (X)

(8) सब्जीयाँ बैची जाती हैं Vegetables are fold.

(9) तुम्हें English पढ़ाई जाती है You are taught English.

(10) उसे क्यों पीटा जाता है।  
why is he beaten.

27, September

# Simple Past

$S + V^2 + O \rightarrow A \cdot V$

$S + was/were + V^3 + by + O \rightarrow PV$

- 1) She stole my book  
My book was stolen by her.
- 2) Ajay didn't speak the truth  
The truth was not spoken by Ajay.
- 3) Why didn't the police catch the thief?  
Why <sup>wasn't</sup> the thief caught by the police.
- 4) Why did they buy this?  
Why was this bought by them?
- 5) Why did he break the glass?  
Why was the glass broken by him.

Possibility

$S + was/were +$   $\begin{cases} V^4 \leftarrow \begin{cases} AV & \text{Past Continuous} \\ PV & \text{Passive voice} \end{cases} \\ V^3 \leftarrow \begin{cases} \text{simple past} \\ N/Adj - \text{Nominal sentence} \end{cases} \end{cases}$   
 $\downarrow$   
No passive.

$S + was/were + V^3 + O$

direct passive without 'by'  
spoken/written  
50% ques in exam.

Test

- ① A ball was catching (x)
- ② A ball was catched (x) 'catched' is not a word.
- ③ A ball was caught <sup>-V^3</sup> (✓) catch <sup>-V^3</sup> caught
- ④ He was catching a ball (✓) active voice.

(5) बहुत लोग मारे गए। (Passive)  
Many people were killed.

(6) आपसे क्या पूछा गया था।  
What were you asked.

(7) उन लोगों को पुरस्कार क्यों नहीं दिया गया,  
Why weren't they rewarded.

## Present Continuous

$S + is/am/are + V^4 + O \rightarrow A.V \quad 6$

$S + is/am/are + being + V^3 + by + O \rightarrow \text{Passive} \quad 6$

(i) they are not plucking the flowers.

(ii) why is Annu singing a song.

(iii) I am drawing a picture

(iv) why isn't Raju answering the question.

(i) the flowers aren't being plucked by them

(ii) why is a song being sang by Annu.

(iii) A picture is being drawn by me.

(iv) why isn't the question being answered by Raju.

$S + is/am/are + being + V^3 + O \rightarrow$   
spoken & written  
in exams  
direct passive

(i) she is being written a letter. (X)

(ii) she is being writing a letter (X)

(iii) A letter is being written (✓)

(iv) उन लोगों को हतोत्साहित किया जा रहा है।

They are being discouraged.

(v) मुझे तंग क्यों किया जा रहा है।

Why am I being vexed.

(vi)

## Past Continuous

~~S + was/were + V<sup>4</sup> + O — A.V~~

~~S + was/were + being + V<sup>3</sup> + by + O — P.V~~

S + was/were + being + V<sup>3</sup> + O +   
 ← spoken & written  
 ← exam  
 ← direct phrase

i) she was not writing a letter to her husband.

A letter wasn't being written by her to her husband

ii) why were the children making a noise.

Why was the voice being made by children.

iii) The farmer was sowing the seeds

The seeds were being sown by farmers.

iv) जब हम लोग hall में प्रवेश किये जब हम लोगों को तस्वीरें ली जा रही थीं (1) we were being photographed

(2) Our photo being captured when we entered the hall.

v) जब मैं कल शाम वहाँ पहुँचा तो सड़ की मरमत की जा रही थी The road was being repaired when I reached there yesterday evening.

28, September

# Present Perfect Tense

$V^3$   
been +  $V^3$

S + has/have +  $V^3$  + O — active voice

S + has/have + been +  $V^3$  + by + O — Passive voice

- 1) I haven't told a lie  
⇒ A lie hasn't been told by me
- 2) Why has he washed the plates  
⇒ Why has the plates been washed by him
- 3) Have you not eaten Apples.  
⇒ Have Apples not been eaten by you.
- 4) I have kept my promise  
⇒ my promise has been kept by me.
- 5) Tendulkar has thrown the ball  
⇒ The ball has been thrown by Tendulkar

Possibility

S + has/have + been +  $V^4$  — AV Present perfect Continuous  
 $V^3$  — PV Present Perfect

S + has/have + been +  $V^3$  + O — direct Passive  
spoken/written exams.

(i) A ball has been catching (X)

(ii) He has been catching (✓)

(iii) A ball has been caught (✓)

(iv) क्या आपको चेतावनी नहीं दी गई  
Haven't you been warned

(v) चोरों को कहा गिरफ्तार किया गया है,  
where have the thief been arrested.

# Past Perfect Tense

~~S + had + v<sup>3</sup> + O - active voice~~

S + had + been + v<sup>3</sup> + by + O - Passive Voice.

1) The children had eaten all the cakes before the party began.  
⇒ All the cake had been eaten by the children before the party began.

2) She had written a letter.

⇒ A letter had been written by her.

3) The players had won the match before Sachin came.

⇒ The match had been won by the players before Sachin came.

Note:

Present perfect Continuous, past perfect continuous, future continuous, future perfect Continuous की passive voice नहीं बनते,

Present perfect Continuous (to check its passive)

S + has/have + been + v<sup>4</sup> + O - A.V

S + has/have + been + being + v<sup>3</sup> + by + O - P.V

X they cannot be together.

1) She has been writing a letter

A letter has been being written by her (X)

# Simple Future

S + will/shall + v' + ow - AV.

S + will/shall + be + v<sup>3</sup> + by to - PV

1) why will he teach me?

why I shall be taught by him.

2) The postman will not deliver the letter.

The letter will not be delivered by postman

3) She will write a letter.

A letter will be written by her.

possibility

S + will/shall + be +

- v<sup>4</sup> — AV — future continuous
- v<sup>3</sup> — PV — simple future

S + will/shall + be + v<sup>3</sup> + ow

- spoken & written
- exams
- direct future.

(i) she will be written (X)

(ii) I letter will be writing (X)

(iii) she will be writing (✓)

(iv) A letter will be written (✓)

(i) आज अंग्रेजी नहीं पढ़ाई जाएगी

(ii) हम लोगों को मिठाईयाँ नहीं दी जाएगी।

⇒ English will not be taught today

⇒ ~~Sweets will not be distributed~~  
why will not we be given sweets

# Future Perfect

S + will/shall + have + V<sup>3</sup> + O/W — A.V

S + will/shall + have + been + V<sup>3</sup> + by + O — P.V

1) He will have written a letter

A letter will have been written by him.

2) The Police will have caught the terrorist

The terrorist will have <sup>been</sup> caught by the police.

3) आगले हफ्ते तक इस मामले को छान-बिन के जा चुकी होगी.

The case will have been investigated by next week.

## Special Rule

Modals - will, shall, would, should, can, could, may, might, must and ought to

Modals are used in different ways if the sentence is of promise, possibility, duty, suggestion (power), and necessity.

$\left\{ \begin{array}{l} \text{Modals} + V' \rightarrow \text{A.V} \\ \text{Modals} + \text{be} + V^3 \rightarrow \text{P.V} \end{array} \right\}$

① S + modals + V' + O/W — A.V

S + modals + be + V<sup>3</sup> + by + O → P.V } Present sense

② S + modals + have + V<sup>3</sup> + O → A.V

S + modals + have + been + V<sup>3</sup> + by + O — P.V } Past sense

- 1) My father can foretell the future.  
The future can be foretold by my father.
- 2) Her company may give Riya a new office  
Riya may be given a new office by her company.
- 3) The students should have learned the words.  
The words should have been learnt by the students.
- 4) The children couldn't have broken the window.  
The window couldn't have been broken by the children.
- 5) उसके हत्यारों को अवश्य दंडित किया जाना था (must)  
His murderers must have been punished.
- 6) उसका घर शायद गिरा दिया गया होगा (might)  
His house might have been demolished.
- 7) उसे ठगा जा सकता है। (may)  
He may be cheated.

To + v' → (active voice)

To + be + v<sup>3</sup> - (passive voice)

going to + v'

going to + be + v<sup>3</sup>

① S + is/am/are/was/were + to + v' + O

S + is/am/are/was/were + to + be + v<sup>3</sup> + by + O

② S + has/have/had/will have + to + v' + O - (AV)

S + has/have/had/will have to + be + v<sup>3</sup> + by + O - (PV)

③ There + is + N + to + v' - (AV)

There + is + N + to + be + v<sup>3</sup> - (PV)

④ My wife was to buy a necklace

A necklace was to be bought by my wife.

⑤ I have to do it

It has to be done by me

⑥ I am to do it

It is to be done by me

⑦ Ram had to play cricket

Cricket have to be played by Ram

⑧ I am to write a letter

A letter is to be written by me

⑨ There was a lot of work to do.

There was a lot of work to be done

⑦ There is nothing to say  
There is nothing to be said.

⑧ उसका घर कि बिकने वाला था।  
His house was to be sold.

⑨ देश को  
The country will have to be saved from disintegration.

## Double Object

(1)  $\frac{S}{I}$  gave  $\frac{O^1}{me}$  a  $\frac{O^2}{book}$  (take the living object as subject)

⇒ I was given a book by him ( $\equiv$ )

⇒ A book was given to me by him ( $\checkmark$ )

example 1) He told me a story

2) The principal has given me a prize

3) The teacher taught her English

1) — I was told a story by him

— A story told me by him

2 — I was given a prize by the principal

3 She was taught English by the teacher.

## Imperative Sentence

⇒ Order, Command

$V^1 + O - (A.V)$

let + O + be +  $V^3 - (P.V)$

ex- 1) open the door

let the door be open

2) Post this letter

let this letter be posted

Advice, more advice.

$V' + O \text{ — } A.V$   
 $S + \text{should} + \text{be} + V^3 \text{ — } P.V$

- 1) Respect your teacher  
Your teacher should be respected
- 2) Love your country  
Your country should be loved
- 3) Help the poor  
The poor should be helped.

## Imperative Negative

$\text{Don't} + V' + O \text{ — } (A.V)$

$\text{Let} + O + \text{not} + \text{be} + V^3 \text{ — } (P.V)$   
 $S + \text{shouldn't} + \text{be} + V^3 \text{ — } (P.V)$

example:

- (1) Don't insult the poor  
Let the poor not be insulted / The poor shouldn't be insulted
- (2) Don't pluck the flowers  
The flowers should not be plucked /  
Let the flowers not be plucked

\*  $V' + O \text{ — } (A.V) \rightarrow \text{order/request/suggestion}$   
 $\text{You} + \text{are} + V^3 + \text{to} + V' + O \rightarrow (P.V)$

example:

(1) Please help me.

You are requested to help me

(2) Kindly send me 10,000 rupees

You are requested to send me 10,000 ₹

(3) Come here.

You are ordered to come here.

(4) Stand up

You are ordered to stand up.

(5) Work hard

You are suggested to work hard.

30/September.

'Let'

Let + O + V' + O → A.V

↳ Let do not take subject.

Let + O + be + V<sup>3</sup> + by + O → P.V

(1) Let her sing a song.

Let + a song be sang by her

(2) Let him complete the work

Let the work be completed by him

(3) Let me do this work

Let this work be done by me.

Let + us + v' + ow — A.V

It is suggested that + we + should + v' + ~~and~~ ow

① let us play together.

It is suggested that we should play together

let us dance together.

② It is suggested that we should dance together

'WHO'

who + v' / 5 / 2 + o? — A.V

⇒ By whom + is/am/are/was/were + s + v<sup>3</sup>? — P.V  
OR  
who + is/am/are - - - - - + by + ? — P.V

① who teaches Annu?

⇒ By whom is Annu taught?

⇒ who is Annu taught by?

② ⇒ who + is/am/are/was/were + v<sup>4</sup> + o — P.V

OR. By whom + is/am/are/was/were + <sup>s+</sup> being + v<sup>3</sup>? — P.V  
who , , , , , + by? P.V

① who was teaching him

⇒ By whom was he being taught?

⇒ who was he being taught by?

⇒ who + has/have/had + v<sup>3</sup> + ow — A.V

By whom + has/have/had + s + been + v<sup>3</sup> + ? — P.V

OR who - - - - - by + ? — P.V

① who has stolen her book?

⇒ By whom has her book been stolen?

⇒ who has her book been stolen by?

② The judge enquired into the case?

~~The~~ The case was enquired into by the judge

(don't ~~use~~ do anything with phrasal Verb)

If active voice is used with phrasal verb (verb + preposition), the passive voice will be used as general rule

③ Her father is looking after her

She is being looked after by her father

### List of Phrasal Verb

- 1) Ask for (मांगना)
- 2) break down (खराब होना)
- 3) break out (फैलाना)
- 4) break up (समाप्त होना)
- 5) bring up (पालन पोसन)
- 6) come across (संयोग मिलना)
- 7) fit into (नष्ट करना)
- 8) live up (छोड़ना)
- 9) look after (देखभाल)
- 10) look into (जांच करना)
- 11) look for (झागना / खोजना)
- 12) laugh at (इसरा पे हसना)
- 13) Arrive at (निष्कर्ष पे पहुँचना)

- ① His behaviour shocked me.  
I was shocked at his behaviour  
(here at used in place of by)

Following is the list of verbs which don't take 'by'

- 1) Know
  - 2) Invited (party) invited to party
  - 3) listen
  - 4) preferred
  - 5) Addicted
- } use 'to'

- 1) Please
  - 2) Quarrelled
  - 3) Satisfied
  - 4) displeased
  - 5) dissatisfied
  - 6) disgusted
- } use 'with'

- 1) Amazed
  - 2) Annoyed
  - 3) Knocked
  - 4) A Wonder
  - 5) Shocked
  - 6) Surprised
- } use 'at'

- 1) Interested
  - 2) disinterested
- } used 'in'

Note - इससे आगे और words जानने के लिए Magic book + Amazing English book देखें :D

① I know you  
You are known to me.

3/10/2020

② we know that the C.M is corrupt.

Note यदि किसी sentence का subject "People, we, they, everyone, everybody, someone, somebody, no one, nobody, anyone, everybody", आधात कोई अनिश्चित हो

और उसका verb "say, know, think, hope, believe, expect" हो तो उसका passive

It is / was + v<sup>3</sup> + that . . . . .  
O + is / was + v<sup>3</sup> + to + be + N / adj

⇒ It is known that the CM is corrupt.

OR

⇒ The CM is known to be corrupt.

② People say that the earth is round.

It is said that the earth is round.

The earth is said to be round.

→ examples related to this Rule:

1. Someone catches a fish.
2. One should not hate the poor

⇒ A fish is caught

⇒ The poor should not be hated.

Rule.

Someone - none

Somebody - All

Nobody, one + 'AV' + V<sup>1/2/3/4/5</sup> + O → A.V

Anyone

Anybody

Everyone

everybody

S + AV + V<sup>3</sup> - P.V by someone ✓  
 ↳ (appropriate according to sentence)

① No one can predict future.

Future cannot be predicted

② Somebody has stolen my purse.

My purse has been stolen

③ All should help the poor.

The poor should be helped.

Some Important points at last.

① I want to eat a mango

S + want/wants + to + V' + O → A.V

S + want/wants + S + to + be + V<sup>3</sup> P.V

I want a mango to be eaten

② she wants to write a letter.

⇒ she wants a letter to be written

### Rule 2

① It is time to teach you.

It is time + to + V' + O — A.V

It is time + for + O + to + be + V<sup>3</sup> — P.V

⇒ It is time for you to be taught

⇒ Some words which are used more in Passive instead of Active, though they look active but are passive.

1) Drawn

2) Defeat

3) Frighten

4) Disappointed

5) Surprised

6) Tired

7) Delighted

8) वह पुरुष मै मारा गया

He was killed in the battle. (P.V)